

## SECTION 50 -- OVERVIEW OF REQUIREMENTS FOR THE INITIAL SUBMISSION

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### 50.1 What materials do I include in the initial submission?

The term *initial submission* refers to the budget justification and other materials you normally submit to OMB in September, at the beginning of the OMB/Presidential decision-making process. Sections 51 through 58 describe the information you must provide as part of the initial submission, as well as other materials that are not technically part of the initial submission but are due before passback.

The initial submission consists of the following:

- Basic justification materials (section 51).
- Information on financial management (section 52).
- Reports on information technology investments (section 53).
- Information on rental payments for space and land (section 54).
- Information on energy use, costs, and efficiency (section 55).
- Information on drug control programs (section 56).
- Information on erroneous payments (section 57).
- Information on receipts estimates (section 58.1).
- Information on Inspectors General for designated Federal entities (section 58.2).
- Justifications of unobligated balances in liquidating accounts (section 58.3).
- Initial annual performance plan (Part 2).
- Capital asset plan (Part 3).

Section 27.2 summarizes these requirements and indicates who must provide them.

### 50.2 When do I submit these materials?

Executive branch agencies subject to executive branch review (section 25.1) and the District of Columbia must provide their budget justifications and other initial submission materials to OMB by September 10<sup>th</sup>. Agencies not subject to executive branch review do not make initial submissions.